

CITY OF DALTON
TELEPHONE CONTACTS
(Purchase amount of \$300 - \$1,999)

Department: _____
Date: _____

Description of item: _____

Vendor	Amount	Individual Contacted
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Minimum of 3 contacts. Attach form with purchase order for payment.

Approved by: _____
Date: _____

CITY OF DALTON
WRITTEN OR FAXED QUOTES
(Purchase amount of \$2,000 - \$7,499)

Department: _____
Date: _____

Description of item: _____

Vendor	Quote Amount	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Minimum of 3 quotes. Attach form and quotes with purchase order for payment.

Approved by: _____
Date: _____

CITY OF DALTON
SEALED WRITTEN QUOTES
(Purchase amount of \$7,500 - \$14,999)

Department: _____
Date: _____

Description of item: _____

Vendor	Quote Amount	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Minimum of 3 quotes. Attach form and quotes with purchase order for payment.

Approved by: _____
Date: _____

CITY OF DALTON
COMPETITIVE SEALED BIDS
(Purchase amount \$15,000 and above)

Date of Bid Opening : _____
Place of Bid Opening: _____
Time of Bid Opening: _____
Department: _____

Description of item bid: _____

Vendor	Bid Amount	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Witnessed By: _____
Date: _____
Comments: _____

Grant Awarded To: _____
In The Amount Of: _____
Date: _____